

Director of Personnel

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Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishment. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: Continue the present effective means for controlling and improving forms, reports and correspondence.

Records Maintenance: The Agency subject-numeric filing system is applicable with modifications to all correspondence records and should be installed in all staffs and divisions. A review of your Records Control schedule indicates a potential of 44 such installations. Studies should be conducted to improve filing operations, records systems, and mail control throughout the Office.

Records Disposition: A records control schedule has just been completed for your Office. About 3000 cubic feet of records were inventoried in the process. Effective management of the disposition of these records will require a continuing and complete application of your records control schedule. This in turn calls for establishing and maintaining a system of reports and controls.

Vital Materials: The review of VM schedules and the timely deposit of materials should be continued.

2. I feel that the records created by your staff are especially important and that their proper management requires continued attention. You have a very capable records officer. His effectiveness could be increased substantially, however, if he were relieved of collateral duties. Mr. [REDACTED] Chief of the Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

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Mgt/S/RMS/ [REDACTED] jml(8Aug.56)

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